

## SITE PLAN REVIEW APPLICATION

### SECTION I: PROPERTY OWNER(S)

☐ **New Site Amendment to existing site plan**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*If more than one owner, attach additional sheet with names, addresses and signatures as requested below**

### SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

**Applicant** Name: \_\_\_\_\_

Affiliation with Project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact**

Name: \_\_\_\_\_

Affiliation with Project: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION III: PROPERTY

Street Address: \_\_\_\_\_

General Location and Assessor's Parcel Number: \_\_\_\_\_

Legal Description (Section, Township & Range): \_\_\_\_\_

Size (Gross & Net Acreage): \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

#### SECTION IV: USE

Project Name: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Existing Use of the Property: \_\_\_\_\_

Describe the proposed use, the operations of the use, and the facilities proposed for the land use: \_\_\_\_\_

General Plan Classification: \_\_\_\_\_

#### SECTION V: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office  
Check-in    Applicant  
Use Only    Checklist

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-application determinations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Project narrative (scope of work proposed)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Neighborhood Notification Letters</b><br>Once staff has approved the applicant's neighborhood notification letters applicant must mail out advisory letters to all adjacent property owners within three hundred (300) feet of the external boundaries of the subject property. Copies of the Neighborhood Notification Letter Template are available online.<br><u>Mailing Instructions:</u><br>▪ Letters must be sent <b>via certified mail</b> and with the <b>City's mailing address as the return address: City of Maricopa Planning Department Case #_, P.O. Box 610, Maricopa, AZ 85239.</b> |
|                          |                          | <u>Submittal to City:</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of Owner Advisory letter mailed to all property owners within three hundred (300) feet of the external boundaries of the subject property   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of complete, alphabetized list of all property owners within three hundred (300) feet of the external boundaries of the subject property ( <b>list submitted may be no older than 30 days</b> )   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of a map of the area depicting the three hundred (300) foot radius from which the adjacent property owner list was derived, showing adjacent properties and noting existing land uses and zoning.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Source from which list was derived (i.e. name of Title company)  |
| <input type="checkbox"/> | <input type="checkbox"/> | ALTA Survey (no older than 90 days)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) Copies of Traffic Impact Analysis, \$750 Review Fee (If Applicable)  |

Submit the following as applicable:

- ☐ ☐ Five (5) full-size prints (preferably 24" X 36") **and** one (1) 8.5" x 11" PMT reduction of:
- Site plan showing:
    - Building/structure locations
    - Signage
    - Required on-site parking, outdoor storage areas, and circulation
    - Land uses
    - Open Space
    - Setbacks and landscaping
    - Screening, walls and fences
    - Other information as requested by the City
  - Elevations (all sides) plus one full set of color elevations
  - Five (5) copies of Floor Plans
  - Five (5) copies of Photometric Plans
  - Five (5) copies of Preliminary Grading/Drainage Plans
  - Five (5) 24" x 36" and one (1) 8.5" x 11" copies of Landscape Plan with key clearly showing:
    - Plant Category
    - Quantity
    - Type
- ☐ Fees: Residential (\$500 + \$15/acre)  
 Commercial (\$600 + \$40/acre)

I have read this Site Plan Review Application and understand that if my application is not complete in all respects, it will not be processed until such time as it is complete. I also understand that this Site Plan Review Application must be submitted concurrently with all Zone Change Requests and that a Pre-Application meeting must take place prior to processing this application.

Signature of Applicant	Print Name	Date
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Signature of Property Owner	Print Name	Date
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**\*If more than one owner, attach additional sheet with names, addresses and signatures**

OFFICE USE ONLY	
Case #:	Zoning Map #:
Fees:	Date of Submittal:
Accepted by:	